

Circuit Court for Baltimore City Accounting Department Courthouse East 111 N. Calvert St., Room 405 Baltimore, MD. 21202 Tel 410-333-3730 Fax 410-333-2622	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2214
		Forward three (3) copies to address at left

PROPOSAL AND CERTIFICATE OF RECORDS DESTRUCTION

No	Description of Records (Same title as listed on Schedule)	Authorization		Inclusive Date of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No				
1	Paid Bills and Invoices	2330	II5f	5-10-98 through 10-30-02	7.0	1/30/12	Shredding
2	Payroll Accounting Records	2330	II4b	FY94 through FY04	16.0	1/30/12	Shredding

Destruction Approved by Maryland State Archives

1/23/12 [Signature]
 Date State Archivist

Destruction Certification

[Signature] Assistant
 Chief Deputy 1/30/12
 Signature of Court Official Title Date